

**1. AFPC codes employee history for permanent and term appointment at all bases serviced by AFPC to the extent it is supported on the resume (and OPF if prior Federal Service).** AFPC does an initial coding within 90 days of an employee's permanent or term appointment (or conversion to a permanent or term appointment). Employees on term appointments are coded because of their Reduction-in-Force (RIF) rights. Employee history coded during the initial coding includes experience, education, training and licenses/certifications providing the resume or official personnel folder contains sufficient information to code. (For awards and appraisals, see Chapter 13, paragraph 1). At a minimum, in accordance with AFM 36-505, Skill Coding, experience is coded to show three grade levels below current position or 10 years of experience, whichever is longer, providing the resume provides sufficient information. See paragraph 2 to learn what is sufficient information. AFPC also codes corrections to initial coding (experience, education, training, licenses/certifications) and updates to experience, education, and licenses/certifications occurring/received after entry on duty as shown in the following charts. For initial coding and updates to coding, AFPC will review OPF and any previously submitted documentation for consistency. AFPC will notify employee through CPF with discrepancies/concerns prior to updating. If it is determined there is insufficient information or conflicting information, AFPC will contact employee through CPF and request more information. Coding of updates is accomplished within 90 days of receipt by the AFPC/DPCMC Coding Unit unless Collective Bargaining Agreement (CBA) requires an earlier date.

## **2. Information Required for Coding.**

**a. Information required for coding of experience.** Employee requests to review work experience coding must include the following information:

- (1) Air Force Base (AFB) where currently employed (or AFB which provides civilian personnel servicing)
- (2) Last Name, First Name and Middle Name
- (3) Social Security Number
- (4) E-mail address (if applicable)
- (5) Work Phone Number (DSN if applicable)
- (6) For Each Work Experience Entry, provide the following:
  - (a) Job Title
    - (1) If military experience, include rank held
    - (2) If federal experience or nonappropriated fund, include pay plan, series and grade
  - (b) Number of employees supervised

- (c) Average number of hours worked per week
- (d) Start and end date (Day, Month and Year)
- (e) Employer's name and address (include city, state and zip Code)
- (f) Description of duties and responsibilities

(1) If a supervisor, describe the number of employees and type of work supervised and the percentage of time spent performing supervisory duties.

(2) If more than one type of work is described, write the approximate percentage of time spent doing each.

**NOTE:** Normally, federal experience will not be changed. If update is requested for present federal experience, consult your CPF to determine if a RPA is required. If update, the supervisor who witnessed the work performed must certify the accuracy of the employee's statement by signing and dating below the description of duties. In addition, the next higher level of management must also coordinate on the statement. If update is requested for past federal experience, it must be supported by certified official documents, records or other convincing evidence provided by the employee or the supervisory official who can verify the work was performed. The position description and SF 50 are the primary source documents. Employees must furnish additional information, if requested, which provides adequate justification in order for the skill codes and skill codes percentages to be changed.

(g) Employee certifies that all statements provided are true, correct, complete and made in good faith. The employee must sign and date the statement.

(h) If federal experience, was this an acquisition position? If yes, provide category and supporting documentation?

(i) If federal, what agency?

(j) If Air Force, what major command?

(k) If Air Force, position location (e.g., base, city and state or country)

**b. Information required for coding of education.** For post high school education claimed, AFPC will only code and input education from an **accredited** institution.

(1) Education level (highest level of education received). If post high school, the information shown in paragraph b. (2) through b. (12) is required

(2) Number of total Semester/Quarter Hours (if business college or technical or vocational school, provide classroom hours instead of semester or quarter hours)

- (3) Type of credit hours (specify semester or quarter for college/university, classroom for business college, vocational or technical school)
- (4) School type (specify high school, business college, technical or vocational school or college/university)
- (5) Name of academic institution (college attending)
- (6) Address of institution (i.e., city and state)
- (7) Academic discipline (major field of study)
- (8) Credit hours in academic discipline (to qualify as a recordable major, there must be at least 20 semester hours or 30 quarter hours)
- (9) Minor field of study
- (10) Number of hours in minor (to qualify as a recordable minor, there must be at least 12 semester hours or 18 quarter hours)
- (11) Academic level year (year attending college: i.e., freshman, sophomore, junior or senior)
- (12) If degree granted, year of degree

**c. Information required for coding of license or certificate**

- (1) Kind of occupational certificate
- (2) Date (year/month/day) certificate issued

**d. Information required for coding training history.** AFPC codes training that occurred prior to employee's appointment/transfer to an installation serviced by AFPC. All training claimed on source documents (see paragraph 3), up to the maximum number of entries permitted in Modern DCPDS, will be coded and input by AFPC.

- (1) Name of course (title on course certificate)
- (2) Number of work hours
- (3) Date (year/month/day)

**3. Source Documents for History Coding**

a. New appointments or conversions. For new permanent or term appointments (and conversions to permanent and term appointments), the resume and/or, if the employee has prior federal experience, the OPF. AFPC will code experience, highest education level, training and certification supported on resume (and OPF if prior federal experience) with sufficient information to code.

b. Transfers. The source documents for skills coding of experience will be the resume and/or the OPF. For education or training, AFPC will use the SF 75 information, the OPF or an update as submitted by the employee.

c. Updates/Corrections. Employee's request for an amendment to personnel qualifications (update). The request may be submitted on plain bond, an OF 612 or a local equivalent. Fax updates to AFPC/DPCMC Coding Unit at DSN 665-2937. Use the appropriate fax coversheet when faxing updates.

d. A transcript is not required for education updates. However, as in most cases a legible copy of the transcript provides all of the required information identified above, an employee may attach a legible transcript to the update request in lieu of writing out the required information.

#### 4. Roles and Responsibilities

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF</b>	<b>AFPC</b>	<b>EMP</b>
<b>1.</b>	<b>New Employee (Initial) Coding Permanent and Term Appointments</b>			
a.	Reviews, codes and inputs experience into Modern DCPDS within 90 days (unless CBA requires an earlier date) of employee's entry on duty (EOD) date or date of conversion to permanent or term appointment.		X	
b.	Provides initial career brief to employee. Career briefs are available for review through Business Objects	X		
c.	Scans any applicable documentation into the employee's OPF		X	
<b>2.</b>	<b>Corrections or updates to initial coding.</b>			
a.	Reviews career brief against resume/OPF. If incorrect and information is in resume and/or OPF, annotates corrections on career brief and returns to CPF. If brief is incorrect and information was not in resume/OPF, prepares amendment/update and returns to CPF			X
b.	Reviews the documentation for required information (paragraph 2 above) and faxes to AFPC/DPCMC, ATTN: Coding Unit (DSN 665-2937), using appropriate fax sheet (at end of this appendix)	X		
c.	Reviews and takes appropriate action (codes and inputs correction or returns with explanation)		X	
d.	Reviews updated record through Business Objects or by requesting a new career brief from the servicing CPF			X
<b>3.</b>	<b>Details while on current position (i.e., experience coding for duties performed while assigned to the employee's current position) (AFPC</b>			

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF</b>	<b>AFPC</b>	<b>EMP</b>
	<b>Classified Bases Only)</b>			
a.	Prepares amendment to personnel qualifications using plain bond paper or OF 612 (or equivalent locally developed form). Obtains supervisor's certification. <i>Supervisor's certification is required if updated experience is based on duties currently being performed since it could have an impact on the employee's current grade (see paragraph 2 above).</i> Forwards to CPF			X
b.	CPF reviews to ensure the OF 612 (or equivalent) is accurately completed and has supervisor's certification. Faxes to AFPC/DPCMC, ATTN: Coding Unit (DSN 665-2937) using AFPC Classified Base Coding fax coversheet (at end of appendix)	X		
c.	Reviews and takes appropriate action for the request (codes and inputs into Modern DCPDS and electronically files in OPF; returns to CPF if not appropriate or is covered by current PD/CPD/SCPD; or requests RPA with a new or updated PD/CPD/SCPD be submitted)		X	
d.	Reviews updated record through Business Objects or by requesting a new career brief from the servicing CPF			X
<b>4.</b>	<b>Details while on current position (i.e., experience coding for duties performed while assigned to the employee's current position and claims that current work began prior to official assignment to current position) (Locally Classified Bases Only)</b>			
a.	Prepares update request. Obtains supervisor's certification. <i>Supervisor's certification is required if updated experience is based on duties currently being performed since it could have an impact on the current position which could result in a position review.</i> Forwards to CPF			X
b.	Reviews and determines whether RPA required. If RPA is not required, codes experience or annotates that no coding required/for scanning only. Faxes to AFPC/DPCMC, ATTN: Coding Unit (DSN 665-2937) using appropriate fax cover sheet for locally classified or AFPC classified experience (at end of this appendix).	X		
c.	Inputs data into Modern DCPDS and electronically files documentation in the employee's OPF		X	
d.	Reviews updated record through Business Objects or by requesting a new career brief from the servicing CPF			X

	<b>ROLES AND RESPONSIBILITIES</b>	<b>CPF</b>	<b>AFPC</b>	<b>EMP</b>
<b>5.</b>	<b>Updates to past experience coding and updates of current non-federal experience (All Bases)</b>			
a.	Prepares experience updates/change request to local CPF with information shown in Appendix D, paragraph 2 above			X
b.	Reviews for inclusion of required information (paragraph 2 above) and forwards completed request to AFPC/DPCMC Coding Unit via fax (DSN 665-2937) using appropriate fax cover sheet (at end of this appendix)	X		
c.	Reviews and takes appropriate action (codes and inputs into Modern DCPDS and electronically files in employee's OPF; or returns to CPF uncoded with explanation)		X	
d.	Reviews updated record through Business Objects or by requesting a new career brief from the servicing CPF			X
<b>6.</b>	<b>Updates to past federal experience (All Bases). Normally, classification (i.e., pay plan, series, grade) of past federal work experience will not be changed</b>			
a.	Prepares update request. Obtains certification of accuracy from supervisor who witnessed the work and coordination from next higher level of management and submits to CPF			X
b.	Reviews for inclusion of required information (paragraph 2 above) and forwards to AFPC/DPCMC, ATTN: Coding Unit using appropriate coding coversheet (see end of appendix) via fax DSN 665-2937	X		
c.	Reviews and takes appropriate action (codes or annotates no coding required, inputs into Modern DCPDS and electronically files in employee's OPF or returns uncoded with explanation)		X	
d.	Reviews updated record through Business Objects or requests new career brief from CPF			X
<b>7</b>	<b>Updates to education (All Bases)</b>			
a.	Prepares education update with required information (paragraph 2 above) and forwards to CPF			X
b.	Reviews for inclusion of required information and faxes to AFPC/DPCMC Coding Unit, DSN 665-2937	X		
c.	Takes appropriate action (codes and inputs or returns uncoded with explanation)		X	
d.	Reviews updated record through Business Objects, Modern DCPDS, or CSU or requests new career			X

# EMPLOYEE UPDATE TO EXPERIENCE/EDUCATION SMALL BASE

	ROLES AND RESPONSIBILITIES	CPF	AFPC	EMP
	brief from CPF			
<b>8.</b>	<b>Updates to training (All Bases)</b>			
a.	Prepares training update with required information (paragraph 2 above) and forwards to CPF			X
b.	Reviews for required information and takes appropriate action (retains and codes/inputs locally or forwards to AFPC/DPCMC)	X		
c.	Codes and inputs updates to training received <b>after</b> appointment at an AFPC serviced installation	X		
d.	Codes and inputs training corrections/updates to training received <b>before</b> appointment at an AFPC serviced installation		X	
e.	Reviews updated record through Business Objects, Modern DCPDS, or CSU or requests new career brief from CPF			X
<b>9.</b>	<b>Awards and Appraisals initial Coding and Corrections to Initial coding (All Bases). See Chapter 13, paragraph 1.</b>			

## FAX

**To:** AFPC/DPCMC CODING UNIT **From:** \_\_\_\_\_

**Fax:** DSN: 665-2937 **COM:** (210) 565-2937 **Pages:** \_\_\_\_\_

**Phone:** DSN: 665-3053 **COM:** (210) 565-3053 **Date:** \_\_\_\_\_

**Re:** UPDATE TO EMPLOYEE RECORD \_\_\_\_\_

**NAME OF EMPLOYEE:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **DSN:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**CPF POC:** \_\_\_\_\_ **DSN:** \_\_\_\_\_ **MEO/A-76 RELATED UPDATE:** Y OR N

**UPDATE REQUESTED:** Please check the appropriate block(s):

\_\_\_\_ **EDUCATION UPDATE:** All requests for educational updates must provide the information specified in paragraph 2, Appendix D, PALACE Compass Procedures Guide for Air Force Personnel Center and Civilian Personnel Flights. The information may be written/typed on the OF 612 (or local equivalent) or a legible transcript may be attached; otherwise, the update will be returned to the CPF without action.

\_\_\_\_ CPF has reviewed attachment and documentation is complete

AFPC/DPCMC (ATTN: DPCMC CODING UNIT)  
550 C STREET WEST STE 57  
RANDOLPH AFB TX 78150-4759

### EXPERIENCE UPDATES

**SMALL BASE (PAST EXPERIENCE):** For the purpose of coding "past " experience, our definition is defined as **experience that does not overlap with the current position**. If the employee is requesting credit for experience gained while assigned to the "current" position, we consider this current experience and credit should be addressed by the CPF.

\_\_\_\_ Attachment (SF 172, OF 612 or local form) has been reviewed and coordinated by CPF that complete documentation and information is provided

\_\_\_\_ Employee has signed and dated attachment

\_\_\_\_ Supervisor (1<sup>st</sup> & 2<sup>d</sup> level have certified (signed/dated) attachment) for federal experience

**NOTE: SMALL BASE (CURRENT FEDERAL EXPERIENCE):** All requests to update current experience on an employee at a small base should be submitted via a Request for Personnel Action (RPA). If submitted via a SF 172, OF 612 or on a locally developed form, it will be returned to the CPF w/o action with a request to submit via an appropriate RPA (e.g., detail, temporary promotion, review, etc.).

### TRAINING/AWARD UPDATES

**TRAINING/AWARD UPDATES** are accomplished at the CPF and should not be submitted to AFPC/DPCMC. If

AFPC/DPCMC (ATTN: DPCMC CODING UNIT)  
550 C STREET WEST STE 57  
RANDOLPH AFB TX 78150-4759

**EMPLOYEE UPDATE TO  
EXPERIENCE/EDUCATION  
LARGE BASE**

# Fax

**To:** AFPC/DPCMC CODING UNIT **From:** \_\_\_\_\_

**Fax:** DSN: 665-2937 **COM:** (210) 565-2937 **Pages:** \_\_\_\_\_

**Phone:** DSN: 665-3053 **COM:** (210 )565-3053 **Date:** \_\_\_\_\_

**Re:** UPDATE TO EMPLOYEE RECORD \_\_\_\_\_

**NAME OF EMPLOYEE:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **DSN:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**CPF POC:** \_\_\_\_\_ **DSN:** \_\_\_\_\_ **MEO/A-76 RELATED UPDATE:** Y OR N

**UPDATE REQUESTED:** Please check the appropriate block(s):

**EDUCATION UPDATE:** All requests for educational updates must provide the information specified in paragraph 2, Appendix D, PALACE Compass Procedures Guide for Air Force Personnel Center and Civilian Personnel Flights. The information may be written/typed on the OF-612 (or local equivalent) or a legible transcript may be attached; otherwise, the update will be returned to the CPF without action.



\_\_\_\_ CPF has reviewed attachment and documentation is complete

#### **EXPERIENCE UPDATES**

\_\_\_\_ **LARGE BASE (PAST EXPERIENCE):** For the purpose of coding “past “ experience, our definition is defined as **experience that does not overlap with the current position**. If the employee is requesting credit for experience gained while assigned to the “current” position, we consider this current experience and credit should be addressed by the CPF.

\_\_\_\_ Attachment (SF 172, OF 612 or local form) has been reviewed and coordinated by CPF that complete documentation and information is provided

\_\_\_\_ Employee has signed and dated attachment

\_\_\_\_ Supervisor (1<sup>st</sup> & 2<sup>d</sup> level have certified (signed/dated) attachment) for federal experience

**NOTE: LARGE BASE (CURRENT FEDERAL EXPERIENCE):** All requests to update current experience on an employee at a large base should be worked by the CPF. If submitted via a SF 172, OF 612 or on a locally developed form, it will be returned to the CPF to take appropriate action.

#### **TRAINING/AWARD UPDATES**

**TRAINING/AWARD UPDATES** are accomplished at the CPF and should not be submitted to AFPC/DPCMC. If submitted, they will be returned without action to the CPF for processing.